



## Parker Performing Arts School

### Parker Performing Arts BOD Monthly Business Meeting

Published on September 30, 2024 at 8:42 PM MDT

Amended on October 1, 2024 at 4:35 PM MDT

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#### Date and Time

Tuesday October 1, 2024 at 5:45 PM MDT

#### Location

Parker Performing Arts School  
15035 Cmpark Blvd  
Parker, CO 80134

Room 140 unless stated otherwise on the meeting agenda

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#### Agenda

	Purpose	Presenter	Time
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<b>I.</b>	<b>Opening Items</b>		<b>5:45 PM</b>
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- |           |   |                             |     |
|-----------|---|-----------------------------|-----|
| <b>A.</b> | Call the Meeting to Order                           | Rochonne Sanchez<br>(A, #8) |     |
| <b>B.</b> | Record Attendance & Introduce/Recognize<br>Visitors | Stephanie Cooke<br>(E, #6)  | 1 m |
| <b>C.</b> | Reading of Vision and Mission                       | Cassidy Walker (E,<br>#1)   | 1 m |

***PPA Vision***

	Purpose	Presenter	Time
As the performing arts school of choice, we foster confidence, celebrate diversity, and emphasize academic excellence.			

**PPA Mission**

Parker Performing Arts School equips students to become independent creative thinkers, critical problem solvers, and successful collaborators. In our safe learning environment, students engage in rich and innovative instruction in academics and the performing arts in preparation for their roles as citizens of a diverse and increasingly globalized community.

<b>II.</b>	<b>Approval of Consent Agenda</b>	<b>5:47 PM</b>
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- |           |   |                 |                             |     |
|-----------|---|-----------------|-----------------------------|-----|
| <b>A.</b> | Adoption of Agenda                                  | Vote            | Rochonne Sanchez<br>(A, #8) | 1 m |
| <b>B.</b> | Approval of 9/3/24 PPA BOD Business Meeting Minutes | Approve Minutes | Stephanie Cooke<br>(E, #6)  | 2 m |

<b>III.</b>	<b>Public Comments/Scheduled Appearances</b>	<b>5:50 PM</b>
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- |           |   |     |                             |  |
|-----------|---|-----|-----------------------------|--|
| <b>A.</b> | Welcome scheduled guests and meeting attendees<br><br>Welcome new Board members!  | FYI | Rochonne Sanchez<br>(A, #8) |  |
| <b>B.</b> | Public Comments<br><br>Public comments must be submitted to the BOD (submission form available on the PPA website) at least 3 hours before the scheduled Board meeting. | FYI | Rochonne Sanchez<br>(A, #8) |  |

<b>IV.</b>	<b>Actionable Items</b>	<b>5:50 PM</b>
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- |           |  |      |                             |      |
|-----------|--|------|-----------------------------|------|
| <b>A.</b> | Enrollment Policy Review<br><br>Andrea Murri to answer any final questions<br><br>Current Policy:<br><a href="https://www.parkerperformingarts.org/apps/pages/enroll">https://www.parkerperformingarts.org/apps/pages/enroll</a> | Vote | Rochonne Sanchez<br>(A, #8) | 10 m |
|-----------|--|------|-----------------------------|------|

<b>V.</b>	<b>Administration Reports</b>	<b>6:00 PM</b>
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	Purpose	Presenter	Time
<b>A.</b> Orchestra Presentation	FYI	Phil Molfino	15 m
<b>B.</b> PrinciPAL Update with Mr Molfino	FYI	Phil Molfino	15 m
<b>C.</b> Business Manager's Report	FYI	Tiffany Maestas	5 m
*If available			

## **VI. Actionable Items round 2 6:35 PM**

<b>A.</b> Finalize Board Handbook edits	Vote	Rochonne Sanchez (A, #8)	10 m
*see editable doc link in your email			
<b>B.</b> Finalize 24/25 Strategic Plan	Vote	Rochonne Sanchez (A, #8)	15 m
*see editable doc link in your email			
<b>C.</b> 25/26 School Fee increase	Vote	Rochonne Sanchez (A, #8)	10 m

## **VII. Other Business 7:10 PM**

<b>A.</b> Notable Items	Discuss	Rochonne Sanchez (A, #8)	
<ul style="list-style-type: none"> <li>• Schedule board visit days             <ul style="list-style-type: none"> <li>◦ Review the calendar for a day in October/early November and April</li> </ul> </li> <li>• Be prepared to schedule tour dates by our next meeting - once a month (formal day), two board members max</li> <li>• See email for Board training module update</li> <li>• New logo design, soliciting bids</li> <li>• PPA Performance Handbook (24/25) updated and made available to the community</li> </ul>			
<b>B.</b> Plans for Next Meeting	FYI	Rochonne Sanchez (A, #8)	

Our next meeting will be October 15th, 2024 - virtual @ 5:45

	Purpose	Presenter	Time
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**VIII. Closing Items**

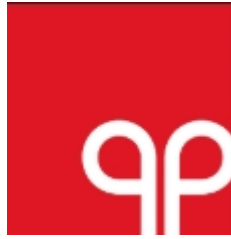
<b>A. Adjourn Meeting</b>	Vote		
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# Coversheet

## Approval of 9/3/24 PPA BOD Business Meeting Minutes

**Section:** II. Approval of Consent Agenda  
**Item:** B. Approval of 9/3/24 PPA BOD Business Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Parker Performing Arts BOD Monthly Business Meeting on September 3, 2024

APPROVED



## Parker Performing Arts School

### Minutes

#### Parker Performing Arts BOD Monthly Business Meeting

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**Date and Time**

Tuesday September 3, 2024 at 5:45 PM

**Location**

Parker Performing Arts School  
15035 Cmpark Blvd  
Parker, CO 80134

Room 140 unless stated otherwise on the meeting agenda

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**Directors Present**

A. Lonsdale, C. Thomas (A, #5), C. Walker (E, #1), E. Acosta (remote), J. Adamson (A, #3), R. Sanchez (A, #8), S. Cooke (E, #6), V. Olivas Smith (E, #7)

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

V. Olivas Smith (E, #7)

**Ex Officio Members Present**

P. Molfino

**Non Voting Members Present**

P. Molfino

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## **Guests Present**

A. Murri

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## **I. Opening Items**

### **A. Call the Meeting to Order**

R. Sanchez (A, #8) called a meeting of the board of directors of Parker Performing Arts School to order on Tuesday Sep 3, 2024 at 5:50 PM.

### **B. Record Attendance & Introduce/Recognize Visitors**

### **C. Reading of Vision and Mission**

Director Cassidy Walker read Parker Performing Arts' Mission & Vision

V. Olivas Smith (E, #7) arrived at 5:52 PM.

## **II. Approval of Consent Agenda**

### **A. Adoption of Agenda**

R. Sanchez (A, #8) made a motion to Approve the agenda for September 3rd as written.

S. Cooke (E, #6) seconded the motion.

The board **VOTED** to approve the motion.

### **B. Approval of 8/20/24 PPA BOD Working Meeting Minutes**

R. Sanchez (A, #8) made a motion to approve the minutes from Parker Performing Arts BOD Monthly Working Meeting on 08-20-24.

S. Cooke (E, #6) seconded the motion.

The board **VOTED** to approve the motion.

## **III. Public Comments/Scheduled Appearances**

### **A. Welcome scheduled guests and meeting attendees**

Welcome Andrea Murri

### **B. Public Comments**

No recorded public comments

## **IV. Administration Reports**

### **A. PrinciPAL Update with Mr Molfino**

The Big Four:

## Enrollment/Fiscal Strength/Academic Performance/Arts Culture and Experience

Enrollment is up. School opened at 803 students. 2 weeks in at 763. 8 consecutive years, we have lost enrollment. 2022-2023- 619, this year 638 currently. 640-650 is goal. We are at + 19 currently which is the first time we have been in a positive since opening.

Budget is in great shape for the beginning of the year. Looking at investing into the arts department.

Academics- ILT/PLC rollout. Working to be more effective across the board. 24/25 PD focus is in math instruction. Really positive feedback about new math instructors.

School performance framework: results good/somewhat mixed. Performance plan 67.9/100. Performance category starts at 53. Last year we were at 70. Elementary school achievement- meets expectations. Elementary school growth- approaching. 55.7% overall for elementary school. Middle school achievement- meets expectations. Middle school growth- meets expectations. 79.4% overall for middle school. Mathematics growth continuing to be a goal. Framework will be public information on Thursday September 5th.

Arts- Fall musical started today. In house field trips lined up- goal is for each student, each quarter to have an in house field trip. Arts rubrics are being made public for community to be able to differentiate the leveling within the arts classes.

Open positions available- Middle School Language Arts teacher & Elementary Dance TA

### **B. Business Manager's Report**

August financials will be reviewed by finance committee September 19th ,and presented to board

23/24 audit will need to be presented to the Board in October

## **V. Actionable Items**

### **A. Enrollment Policy Review**

Have the opportunity to move toward open enrollment instead of lottery.

25/26 school year- all charter schools will be going to online registration. All digital- no paper forms and all required documents will have to be uploaded prior to completed registration. (no more chasing documents such as birth certificate)

Current process:

Intent to enroll



Spot open --> Registration packet

Spot not open --> wait listed and informed of lottery

Proposal is to utilize the district's system (9 other charter schools currently use). This system would allow the school to be in front of more parents- parents can rank their choices.

November 1st- December 1st Open Enrollment

Jan 22- August 1st- 2nd open enrollment

There is a point system that would give weight to siblings, staff students, etc.

District has given us until the end of September if we want to utilize the district's system.

Highest Pro: IEPs will be automatically filtered depending on whether or not PPA can accommodate the IEP. Eliminates the SpEd department's need to be involved. The district will work with the families. (all in-district students)

Highest con: Lack of school-level control

Director Rochonne Sanchez asked if there's any concern about the district pushing students into district schools. Andrea stated that it is based on the parent desires.

This policy will be reviewed by the Board and voted on at the next meeting.

Moving to the open enrollment process makes the process more difficult to move students into the school between August 1st and October 1st.

Question was asked if we decide to go with this process and rescind the next year, is that an opportunity- the answer was unknown but think it would be possible.

## **B. Finalize revised By-Laws**

R. Sanchez (A, #8) made a motion to accept and implement amended bylaws effective 8.20.24.

V. Olivas Smith (E, #7) seconded the motion.

The board **VOTED** to approve the motion.

## **C. Review Board of Director's Handbook**

Board of director handbook will be converted into google doc and the board will review and make suggested changes prior to next meeting.

## **VI. Committee Reports**

### **A. Committee Reports**

Create a list for your committee needs/wishlist to discuss at the next meeting

We will create an interest form for the public to sign up for committees which will be funneled through the secretary to the committee chair.

## **VII. Other Business**

### **A. Review 1st draft annual strategy plan**

The draft for the annual strategy plan was emailed to the board of directors to review and make suggestions and edits prior to the next meeting. Board of directors should make any notes on the draft by the 14th/15th of September in order to process changes for finalization at the next board meeting.

### **B. Other Business**

Board visit days will be scheduled at the next meeting.

Sign up genius for tour dates will be sent out by the end of the day.

Please show up for drive line when possible!

### **C. Plans for Next Meeting**

Next meeting will be September 17th, virtually.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:57 PM.

Respectfully Submitted,  
R. Sanchez (A, #8)

# Coversheet

## Enrollment Policy Review

<b>Section:</b>	IV. Actionable Items
<b>Item:</b>	A. Enrollment Policy Review
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Open Enrollment Screenshots.pdf Enrollment_Policy_25-26 (1).doc







## **Parker Performing Arts Enrollment Policy**

Parker Performing Arts School (PPA) launched in the Fall, 2016 is a public charter school in the Douglas County School District (DCSD). Parents must request enrollment by following the open enrollment process through DCSD. For more information on the DCSD Open Enrollment process, click [HERE](#).

Completing open enrollment in no way guarantees enrollment in PPA, nor does it obligate the family to enroll their child(ren).

### **Priority Enrollment**

Priority for enrollment into the school will be given to the following groups of students ONLY during the first round of open enrollment:

- Currently enrolled students;
- Children of full-time staff;
- Children in the household of Founding Families; Grandchildren of Founding Families;
- Siblings of currently enrolled students. Siblings that share the same birth date (i.e., twins or triplets, etc.) shall be placed on the waiting list beneath the sibling with the higher waitlist placement;
- All other students who completed Open Enrollment through DCSD.

Founding Families are defined as families who provided 50 or more hours of approved services toward the development, formation, and completion of PPA prior to the initial year December lottery (ending November 30, 2016). The founding families list is maintained by the school registrar. The child(ren) of these families receive a guaranteed enrollment and bypass the lottery. "Staff" children are the child(ren) of staff of PPA who are full-time employees by the definition of the Douglas County School District.

### **DCSD Open Enrollment Policies**

**[Board File: JCA/JFB: ASSIGNMENT OF STUDENTS TO SCHOOLS, SCHOOL CHOICE AND OPEN ENROLLMENT](#)**

**[Board File: JCA/JFB-R: ASSIGNMENT OF STUDENTS TO SCHOOLS, SCHOOL CHOICE AND OPEN ENROLLMENT](#)**

### **Enrollment Acceptance**

PPA will conduct the first round of the open enrollment process per the DCSD open enrollment policies. The first round window is open from November 1 to December 2. The second window is open from January 22 to August 1. Open Enrollment applies to the following school year.

## **Vacancies, Withdrawals, and Transfers**

When a vacancy in enrollment is created prior to, during, or after the school year, the vacancy may or may not be filled at the discretion of the Principal, in the event it is considered to be fiscally, logistically, or otherwise in conflict with the school's ability to meet its mission and goals. If the school chooses to fill the vacancy, priority will be given as specified in the Priority Enrollment section of this document and according to Board of Education Policy JCA/JFB-R. An Invitation to Enroll will be extended to a child in the same manner as described in DCSD open enrollment policies above.

Typically, PPA will not enroll students after October 1<sup>st</sup> for the current school year.

In the case of withdrawals or transfers of students causing a vacancy, PPA will partner with Douglas County School District Student Data & Enrollment Services to adhere to all current and correct policies and procedures surrounding the accurate maintenance and movement of student records from PPA to the destination school in Douglas County or abroad. Additionally, student records will be sent from PPA to a student's school of choice upon receipt of a records request.

## **Waitlists**

When the school's student enrollment is at capacity, wait lists shall be prioritized according to Douglas County Board of Education Policy JCA/JFB-R. These priority lists will be created if the number of applicants exceed space available at PPA.

## **Non-Discrimination Policy**

PPA will not discriminate against the enrollment of any student as per PPA Non-Discrimination Policy (See Appendix M), and the Directors of the Board and school Principal are responsible for ensuring that the policy is upheld. As such, school enrollment will not discriminate on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, socioeconomic status, language, or need for special education services. Furthermore, PPA will not discriminate on the basis of performing arts talent or ability, and enrollment will not be based in any way from an audition or of any assessment of a student's ability or potential in any artistic discipline. PPA also prohibits discrimination in enrollment based on the academic ability of any student. After students are officially enrolled, PPA reserves the right to test to determine a student's academic knowledge using diagnostic or placement exams are given per The Colorado Charter Schools Act [C.R.S. 22-30.5-104 (3)].



## **Special Education and Services for Special Populations at Parker Performing Arts**

Like all charter schools, Parker Performing Arts (PPA) is a public school. PPA does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, or any other grounds prohibited by law. PPA serves students with disabilities and English Learners and provides services to students as required by state and federal law.

Under the Individuals with Disabilities Act, students with disabilities are entitled to a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). Applicants to PPA are not required to identify whether the applicant has an IEP and the school admits students without considering a student's disability. After a student with an IEP is initially enrolled in the school, an IEP team meeting may be required to determine whether this school is an appropriate placement for the student based on their needs. In most cases, the services required by a student with disabilities can be provided at PPA. In some cases, a student's individual needs require that they be placed in a different program or location as determined by an IEP or Section 504 team or DCSD.

# Coversheet

## PrinciPAL Update with Mr Molfino

<b>Section:</b>	V. Administration Reports
<b>Item:</b>	B. PrinciPAL Update with Mr Molfino
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Updates - 24_25 (1).pdf

## **Board Updates 24-25**

October

### **Finances**

Count Day - 638

Current budget is strong. Looking towards 24-25 improvements. Theater, technology needs, phone system upgrade, other arts improvements.

New Finance Formula

### **Academics**

Oct 11 PD

Instructional Leadership Team Roll Out

### **Arts**

Things are getting started!

Spooktacular

Oliver

### **Culture / Personelle**

Fall festival

New staff

$\frac{3}{4}$  TA

Literature Teacher

### **Finances**

Enrollment 638

Budget in good shape to start the year

Investment Possibilities - Facility

### **Academics**

New Lit Teacher

ILT / PLC Rollout

24-25 PD Focus - Math Instruction

10/11 PD - Math / GT / Behavior Trainings

Full School - Math Growth Focus / PD / Resources / Multi Year Journey

Building thinking classrooms

Dr. Mindy Adair, Ph.D.

New Math Coach

Increasing Math Competencies of Leadership and Staff

Preliminary SPF - Overall 67.9 - Elementary / Middle School

## **Arts**

Fall musical / inhouse field trips

Pre School Partnerships

Performance Handbook

## **Culture / Personelle**

Strong launch

New staff

Resignation / search

PCA Events

September

## **The Big Four**

**Enrollment / Fiscal Strength / Academic Performance / Arts Culture and Experience**

## **Finances**

Enrollment 638

Budget in good shape to start the year

Investment Possibilities - Facility

## **Academics**

New Lit Teacher

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24-25 PD Focus - Math Instruction

10/11 PD - Math / GT / Behavior Trainings

Full School - Math Growth Focus / PD / Resources / Multi Year Journey

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## **Arts**

Fall musical / inhouse field trips

Pre School Partnerships

Performance Handbook

## **Culture / Personelle**

Strong launch

New staff

Resignation / search

PCA Events

## **Charter/Planning**

September

## **The Big Four**

**Enrollment / Fiscal Strength / Academic Performance / Arts Culture and Experience**

## **Finances**

Enrollment 638

Budget in good shape to start the year

## **Academics**

New Lit Teacher

ILT / PLC Rollout

24-25 PD Focus - Math Instruction

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Building thinking classrooms

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Increasing Math Competencies of Leadership and Staff  
Preliminary SPF - Overall 67.9 - Elementary / Middle School

**Arts**

Fall musical / inhouse field trips  
Pre School Partnerships  
Performance Handbook

**Culture / Personelle**

Strong launch  
New staff  
Resignation / search  
PCA Events

**Charter/Planning**

# Coversheet

## Business Manager's Report

<b>Section:</b>	V. Administration Reports
<b>Item:</b>	C. Business Manager's Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Business Manager Update - October 2024.pdf

## **Business Manager Update**

10.1.24

### September Financials

- Will be reviewed by the Finance Committee on October 23.
- Will be presented to the Board at the November business meeting

### 23-24 Audit

- Draft Audit Complete



# Coversheet

## Notable Items

<b>Section:</b>	VII. Other Business
<b>Item:</b>	A. Notable Items
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	PPA Performance Handbook 2024 - 2025 (Updated August 2024).pdf



# **Parker Performing Arts School Performance Handbook 2024 -2025**

**(Updated August 2024)**

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## Overview

### Parker Performing Arts School Vision

As the performing arts school of choice, we foster confidence, celebrate diversity, and emphasize academic excellence.

### Parker Performing Arts School Mission

Parker Performing Arts School equips students to become independent creative thinkers, critical problem solvers, and successful collaborators. In our safe learning environment, students engage in rich and innovative instruction in academics and the performing arts in preparation for their roles as citizens of a diverse and increasingly globalized community

### Performance Handbook Introduction

Parker Performing Arts School strives to ensure that all students have the opportunity to perform on our stage at least once every school year. This handbook is a general outline of the expectations and guidelines Parker Performing Arts School maintains in our arts classes and performances; for all students, families, and community members. These performances could not be accomplished without the support of families and the PPA community. Parker Performing Arts School thanks you for engaging in the arts in a meaningful, respectful, and passionate way. We all shine together.

## Class Performances

### I. Definition:

- A. A Class Performance is any performance required for a grade in the class a student is attending.
- B. All Middle School performance classes are required to perform on stage at least one (1) time each semester.
- C. All Elementary grade levels are required to perform on stage at least one (1) time each school year.

### II. General Information

- A. All Class Performances will be held in the PPA Main Stage Theater and require a ticket per person for attendance. The ticket will include an assigned seat for each performance.
- B. All Class Performances, with the exception of Kindergarten, will occur in the evening.
- C. Due to limited seating capacity, many classes will have two performances to accommodate.
  - 1. Elementary School double performances will happen on separate nights in the same week. Only 3rd and 4th grade performances will have double performances.
  - 2. Middle School double performances will occur on the same night.

- D. A selection of classes will also offer additional Community shows. Community shows will have a ticket cost associated.
- E. Performance dates are listed on the PPA website, in the class syllabus, and on the PPA Events Calendar.

### III. PPA Performance Policy:

- A. All performances are required and are a substantial portion of the overall grade. Any final performance schedule conflicts provided after the signed syllabus is due will not be permitted. Students that miss a final performance will be required to submit a significant make-up assignment, as assigned by their teacher. School performances will take precedence over outside rehearsals and should students have conflicting performances (inside or outside the building), students must discuss this with their teacher as soon as possible. As per PPA policy, students must at least attend a half day of school to be allowed to perform that evening.

### IV. Middle School Band Performance Classes

- A. Class list: Beginning Band, Intermediate Band, Advanced Band, and Jazz Band
- B. Required materials:
  - 1. Students are responsible for their own instruments.
    - a) Instrument rental is available through a selection of vendors. Rental information is available on the [PPA Band Informational Website](#).
  - 2. Students are responsible for the care of their sheet music.
- C. Performance Attire
  - 1. Unless otherwise stated by the class teacher, performance attire is the PPA Formal Uniform. For more information about the Formal Uniform please see our [Parent & Student Handbook](#).
- D. Performance rehearsals take place during classroom time.
- E. Students are expected to practice performance material at home **5 days a week**.
  - 1. Beginning Band - practice a minimum of **20 to 30 minutes a day**.
  - 2. Intermediate Band - practice a minimum of **30 to 40 minutes a day**.
  - 3. Advanced and Jazz Band - practice a minimum of **40 to 60 minutes a day**.
- F. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

## **V. Middle School Choir Performance Classes**

- A. Class list: Choir Grade 5, Choir Grade 6, Choir I, Choir II, and Pop Choir
- B. Required materials:
  - 1. Students are responsible for the care of their sheet music.
- C. Performance Attire
  - 1. Unless otherwise stated by the class teacher, performance attire is the PPA Formal Uniform. For more information about the Formal Uniform please see our [Parent & Student Handbook](#).
- D. Performance rehearsals take place during classroom time.
- E. Students are expected to practice performance material at home **15** minutes a week.
- F. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

## **VI. Middle School Dance Performance Classes**

- A. Class list: Jazz Dance, Beginning Modern Dance, Intermediate Modern Dance, Advanced Modern Dance, Tap, Beginning Ballet, Intermediate Ballet, and Advanced Ballet
- B. Required materials:
  - 1. Students will need to order dance attire as instructed by the classroom teacher, including leotards and dance-specific shoes.
  - 2. Students may be asked to bring in costume items from home.
- C. Additional costuming will be provided as needed.
- D. Performance rehearsals take place during classroom time.
- E. Students are expected to practice performance material at home **20 - 30** minutes a week.
- F. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

## **VII. Middle School Orchestra Performance Classes**

- A. Class list: Beginning Orchestra, Intermediate Orchestra, and Advanced Orchestra

B. Required materials:

1. Students are responsible for their own instruments

C. Performance Attire

1. Unless otherwise stated by the class teacher, performance attire is the PPA Formal Uniform. For more information about the Formal Uniform please see our [Parent & Student Handbook](#).

D. [PPA Orchestra Informational Website](#)

E. Performance rehearsals take place during classroom time.

F. Students are expected to practice performance material at home **5 days a week**.

1. Beginning Orchestra - practice a minimum of **20 to 30 minutes a day**.
2. Intermediate Orchestra - practice a minimum of **20 to 40 minutes a day**.
3. Advanced and Chamber Orchestra - practice a minimum of **40 to 60 minutes a day**.

G. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

## VIII. Middle School Theatre Performance Classes

A. Class list: Theatre Grade 5, Theatre Grade 6, Theatre Grade 7, Theatre Grade 8, and Shakespeare

B. Required materials:

1. Students may be asked to bring in costume and prop items from home. It is NOT an expectation that items be purchased specifically for performances. PPA has a stock of costumes and props available for performances.

C. Performance rehearsals take place during classroom time.

D. Students are expected to practice performance material at home **15 to 20** minutes a week.

E. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

## IX. Middle School Musical Theatre Performance Classes

A. Class list: Musical Theatre Grade 5, Musical Theatre Grade 6, Musical Theatre Grade 7, Musical Theatre Grade 8, and Theatre Production Ensemble/Design II

B. Required materials:

1. Students may be asked to bring in costume and prop items from home. It is NOT an expectation that items be purchased specifically for performances. PPA has a stock of costumes and props available for performances.
2. Students are required to wear closed toed shoes. These shoes can include tennis shoes, jazz shoes, or full footed dance shoes (no turners). Students are not allowed to wear crocs, sandals, boots or shoes that limit their full range of motion for performances.

C. Performance rehearsals take place during classroom time.

1. Theatre Production Ensemble will have 1 (one) after school technical rehearsal the week of their performance

D. Students are expected to practice performance material at home **20 to 30** minutes a week.

E. Students and guardians will be expected to sign and return the class syllabus. This syllabus will act as a performance agreement, acknowledging the family has received the information regarding the class performance and understands class and performance expectations.

**X. Elementary Grade Level Productions**

A. Grades 1- 4 will participate in a variety performance once a year. The performance will include acting, dancing, singing, instrument playing and tumbling.

B. Grades 1- 4 will perform in the evening. 3rd and 4th Grade performances will occur over two (2) evenings.

C. Kindergarten will perform a daytime show that will include acting, singing and dancing.

D. Elementary families are expected to sign a performance agreement stating that they have received the information regarding the class performance. This agreement will include student's attendance at the performance and other required information.

E. Required materials:

1. Students may be asked to bring in costume and prop items from home. It is NOT an expectation that items be purchased specifically for performances. PPA has a stock of costumes and props available for performances.

F. Performance rehearsals take place during classroom time.

G. Students are expected to practice performance material at home **5 to 10** minutes a week.



## **XI. Non-Performance Arts Classes**

A. Please see the below list for non-performance classes:

- |                        |                       |
|------------------------|-----------------------|
| 1. Multimedia          | 6. Drawing            |
| 2. Piano/Keyboard      | 7. Theatre Design I   |
| 3. Guitar              | 8. Movement & Fitness |
| 4. Visual Art          | 9. Yearbook           |
| 5. Advanced Visual Art | 10. Speech and Debate |

## **Elective Performances**

### **I. Definition**

- A. An Elective Performance is any performance students can choose to participate in.
- B. Elective Performances are NOT graded performances.
- C. Elective Performances generally have a participation fee and/or ticket cost associated.

### **II. All School Musical**

- A. PPA produces an All School Musical every fall semester featuring 1st - 8th grade students.
- B. Performances occur in early to mid November.
- C. The All School Musical is by audition only.
  - 1. Students may only audition if they have turned in their audition form by the due date.
  - 2. Elementary School students audition in their encore classes during the audition period
    - a) Elementary students will learn their audition pieces in class, and perform their audition pieces as part of a small group or solos for their encore teachers and peers.
  - 3. Middle School students audition after school on designated days, assigned after receipt of the audition forms.
    - a) Middle school students are required to choose their own 30 second monologue and 30 second song cut for their auditions. The expectation is that students are memorized for both the song and monologue.
    - b) Students will need to bring in piano sheet music for their 30 second song cut, as auditions are done with a live accompanist.
    - c) Monologue and Song Auditions will be performed in front of the production team (director, music director, and assistant director) in room 135.

- d) Students will also be asked to perform a dance audition. The dance will be taught on the audition day.
- e) Students are required to stay for the entire duration of their audition day.
- f) Callbacks are by invitation only. Students who receive a callback will receive an email Wednesday night, following auditions. Callbacks are held on Thursday in the Main Theater. Callbacks include a choreography review, scene reads and singing songs from the show.
- g) There are only a certain number of cast slots available for each show. Not everyone who auditions will be cast.
- h) The cast list is released Friday, after school.

(1) Our cast will be composed of a variety of roles. These roles will vary in size, line length and stage time. Roles can include:

- (a) Lead (Average of 60+ lines)
- (b) Supporting Role (Average of 25 - 70 lines)
- (c) Featured Role (Average of 10 - 35 lines)
- (d) Ensemble (Average of 0 - 20 lines)
- (e) Singing Solos
- (f) Non-Speaking Roles

(i) Please note line counts are averages/estimates and may vary per show and cast.

(2) PPA requires a 48 hour waiting period before requesting audition feedback.

- i) There are many factors that go into casting a show. The production team is tasked with selecting the actors that will best fit the role and cast dynamic for each production. Every production is a unique experience and no two productions will be identical. Casting factors may include, but are not limited to:

- Show Cast Requirements
- Directorial Artistic Vision
- Vocal Range
- Physical Movement Range
- Actor Availability
- Academic and Behavioral Eligibility
- Work Ethic

D. This production will have a student crew. Student crew is by application only.

- 1. Students will submit an application for crew positions.

- a) Students will need to select their desired position in the crew. Students are only allowed to submit for one (1) position per production. Position descriptions are included in this packet.
  - b) Students will need to submit a short paragraph, using complete sentences, answering the question: Why do you want to be a part of the crew?
  - c) Students will need to list any conflicts with the dates in this packet. This will be the only opportunity to submit conflicts.
  - d) Students will need to ask two (2) PPA staff members for permission to list them as references on the google form. These staff members may be asked to provide a recommendation for the student during the selection process. Students should take careful consideration of the staff members they choose to list.
  - e) Students will need to list any previous show experience at PPA and any training or other experience.
2. Crew positions are limited. Not everyone who applies will be accepted on to the crew.
  3. Crew positions are chosen based on student experience, area of interest, availability, academic eligibility, and recommendations from PPA staff members.
- E. Students must maintain academic and behavioral eligibility to participate in the All School Musical. Please see the [Parent & Student Handbook](#) for eligibility requirements.
- F. Rehearsals will take place on Mondays, Tuesdays, Wednesdays, and Thursdays after school. If there is no school there will be no rehearsal that day.
1. During Rehearsals there will be a window of time during which students can consume snacks and use the restroom prior to the start of rehearsal. Please send your child with an appropriate snack for their rehearsal days if they are cast.
  2. Students will need a water bottle, their script, and a pencil for every rehearsal. Students should also ensure they have a change of clothes that are easy to move around in for dance rehearsals.
- G. There are mandatory rehearsals students must attend in order to participate in the production. These rehearsals will be listed in the audition packet and Main Stage website.
- H. There is a participation fee per student. All after-school activities at PPA require a participation fee. This fee goes towards materials, meals, and other show necessities. Fees are processed through MySchoolBucks a few weeks after rehearsals start.
- I. All students need to practice good hygiene. Students are often in close proximity during rehearsals and shows, and good hygiene makes everyone more comfortable. Students should bathe regularly, wear deodorant, brush teeth and keep personal items clean and neat. This also helps eliminate causes of sickness and germ spreading.

**J. Students will be required to provide the following:**

1. Most shows will also require students to wear a solid black shoe; the production team strongly recommends students buy black jazz shoes.
2. Actors are required to provide a base layer. The female base layer is white, black or skin-tone tank top or leotard and black shorts or leggings. The male base layer is a white, black or skin-tone t-shirt and black shorts.
3. PPA does not provide undergarments for students; they are required to bring their own.
4. Actors must also supply their own eyeliner and mascara due to hygiene.
5. PPA provides all main costume items for every actor. The production team may on occasion ask for assistance with base items such as pants or leggings if needed.

**K. Rehearsal and Show Attendance Policy**

1. Students may miss up to two rehearsals unexcused, anymore than that and the production staff will need to discuss their participation in the show. An unexcused absence is any rehearsal conflict that was not listed on the student's conflict list collected with the Audition or Application Form. This includes late arrivals or early dismissals.
2. In order to participate in rehearsals and performances the student must be in attendance in school at PPA the day of the rehearsal/performance for at least a half day. Students who are taken from school due to illness are not allowed to attend rehearsal/performances. Any hold placed on a student due to illness applies to after-school activities as well.

- L. For more information regarding our elective productions please visit our website: [PPA Main Stage Productions](#)

**III. Middle School Play**

- A. PPA produces a Middle School Play every spring semester.
- B. Performances occur in early April.
- C. The Middle School Play is by audition only.
  1. Students may only audition if they have turned in their audition form by the due date.
  2. Middle School students audition after school on designated days, assigned after receipt of the audition forms.
    - a) Middle school students are required to choose their own 30 second comedic monologue and 30 second dramatic monologue for their auditions. The expectation is that students are memorized for both monologues.
  3. Monologue Auditions will be performed in front of the production team (director and assistant director) in room 135.

4. Students are required to stay for the entire duration of their audition day.
  5. Callbacks are by invitation only. Students who receive a callback will receive an email Wednesday night, following auditions. Callbacks are held on Thursday in the Main Theater. Callbacks include scene reads and physicality work from the show.
  6. There are only a certain number of cast slots available for each show. Not everyone who auditions will be cast.
  7. The cast list is released Friday after school.
    - a) Our cast will be composed of a variety of roles. These roles will vary in size, line length and stage time. Roles can include:
      - (1) Lead (Average of 60+ lines)
      - (2) Supporting Role (Average of 25 - 70 lines)
      - (3) Featured Role (Average of 10 - 35 lines)
      - (4) Ensemble (Average of 0 - 20 lines)
      - (5) Non-Speaking Roles
        - (a) Please note line counts are averages/estimates and may vary per show and cast.
    - b) PPA requires a 48 hour waiting period before requesting audition feedback.
  8. There are many factors that go into casting a show. The production team is tasked with selecting the actors that will best fit the role and cast dynamic for each production. Every production is a unique experience and no two productions will be identical. Casting factors may include, but are not limited to:
    - Show Cast Requirements
    - Directorial Artistic Vision
    - Vocal Range
    - Physical Movement Range
    - Actor Availability
    - Academic and Behavioral Eligibility
    - Work Ethic
- D. Students must maintain academic and behavioral eligibility to participate in the Middle School Play. Please see the [Parent & Student Handbook](#) for eligibility requirements.
- E. Rehearsals will take place on Mondays, Tuesdays, Wednesdays, and Thursdays after school. If there is no school there will be no rehearsal that day.
1. During Rehearsals there will be a window of time during which students can consume snacks and use the restroom prior to the start of rehearsal. Please send your child with an appropriate snack for their rehearsal days if they are cast.

2. Students will need a water bottle, their script, and a pencil for every rehearsal. Students should also ensure they have a change of clothes that are easy to move around in for blocking rehearsals.
- F. There is a participation fee per student. All after-school activities at PPA require a participation fee. This fee goes towards materials, meals, and other show necessities. Fees are processed through MySchoolBucks a few weeks after rehearsals start.
- G. All Students need to practice good hygiene. Students are often in close proximity during rehearsals and shows, and good hygiene makes everyone more comfortable. Students should bathe regularly, wear deodorant, brush teeth and keep personal items clean and neat. This also helps eliminate causes of sickness and germ spreading.
- H. Students will be required to provide the following:
1. Most shows will also require students to wear a solid black shoe; the production team strongly recommends students buy black jazz shoes.
  2. Actors are required to provide a base layer. The female base layer is white, black or skin-tone tank top or leotard and black shorts or leggings. The male base layer is a white, black or skin-tone t-shirt and black shorts.
  3. PPA does not provide undergarments for students; they are required to bring their own.
  4. Actors must also supply their own eyeliner and mascara due to hygiene.
  5. PPA provides all main costume items for every actor. The production team may on occasion ask for assistance with base items such as pants or leggings if needed.
- I. Rehearsal and Show Attendance Policy**
1. Students may miss up to two rehearsals unexcused, anymore than that and the production staff will need to discuss their participation in the show. An unexcused absence is any rehearsal conflict that was not listed on the student's conflict list collected with the Audition or Application Form. This includes late arrivals or early dismissals.
  2. In order to participate in rehearsals and performances the student must be in attendance in school at PPA the day of the rehearsal/performance for at least a half day. Students who are taken from school due to illness are not allowed to attend rehearsal/performance. Any hold placed on a student due to illness applies to after-school activities as well.
- J. For more information regarding our elective productions please visit our website: [PPA Main Stage Productions](#)

#### **IV. Student Talent Show**

- A. PPA hosts a student talent show in May every year. The talent show is open to PPA students in grade kindergarten through 8th Grade.

**B. Auditions:**

1. Students will submit a 2-5 minute video of their talent performance to the audition google form. Students may audition with as many acts as they desire, but are only eligible to participate in one (1) Act for the show.
2. The audition videos will be watched and voted on by a panel of judges, composed of a variety of PPA staff members.
3. We only cast about 20-25 acts per talent show.

**C. Masters of Ceremonies**

1. The Master of Ceremony is chosen by the Admin Staff, we will not accept applications for the position.
2. Being a Master of Ceremony is considered an Act in the show, Masters of Ceremony persons are not eligible to perform an additional Act in the show.

D. There is no fee to participate in the student talent show, but there is a cost for audience tickets.

**V. Invited Voluntary Performances**

- A. PPA hosts several events over the school year that give students the opportunity to perform outside of class performances. These events are by invitation only and are not required for class or a grade. Students may choose to participate as they are invited to each event. Students are invited by the teacher's discretion based on event needs.

## **Day of Performance Expectations**

**I. Call Times**

- A. A calltime is the time students are expected to be present in the school building before an event or performance.
- B. Elementary School class performances call time is 30 minutes before the start of the event.
- C. Middle School class performances call times are as follows:
1. Band, Orchestra, Choir and Dance - 45 minutes prior to event start time.
  2. Musical Theatre and Theatre - 60 minutes (1 hour) prior to the event start time.
- D. The All School Musical, Middle School Play and Talent Show will have a different call time schedule. These schedules will be communicated to families by the coordinating staff member.
- E. School doors will open a maximum of 5 minutes before the student call time. Students must wait to be let into the building by a PPA staff member. Students may not enter the building prior to the call time window.

- F. Students performing in a class performance may not stay after school unless enrolled in and attending the Spotlight before and after care program.

## **II. Performance Attendance**

- A. No student will be allowed to participate in after school or extracurricular activities if the student misses more than half of the school day on the day of the activity.
- B. If a student is sent home for illness or does not attend school the day of the activity due to illness, they will not be allowed to participate in the activity.
- C. School sanctioned activities that may remove students from their designated classrooms do not count as an absence in regards to performance participation.
- D. If a student misses a class performance they will be required to submit a significant make-up assignment, as assigned by their teacher. Failure to submit the make-up assignment will negatively impact the student's final grade.

## **III. Performance Preparedness**

- A. Students should arrive at their call time ready and prepared to perform their show, to the best of their ability.
- B. The coordinating staff member for each event will direct students on what preparedness for their show entails.
  - 1. Elementary students will be asked to arrive in their costume, prepared for their show.
  - 2. Middle school students may be asked to come in costume or will have their costume waiting at the school, depending on the performance. Exact details and needs will be communicated through the coordinating staff member for each event.

## **Performance Fees**

### **I. Class Performance Fees**

- A. There is no fee to participate in a Class Performance.
- B. There may be fees or costs associated with specific supplies needed for a performance. These supplies may include:
  - 1. Instruments
  - 2. Sheet Music
  - 3. Dance Attire
  - 4. Base Layers and Undergarments
  - 5. Personal Makeup - as needed for hygiene purposes
  - 6. Costume or prop items as requested by the teacher



- C. If families are unable to afford materials or supplies, they should reach out to the coordinating teacher for direction or assistance.
- D. Fees may be assessed to a student for damage or loss of performance materials provided by PPA.

## **II. Elective Performances**

- A. There is a participation fee per student. All after-school activities at PPA require a participation fee. This fee goes towards materials, meals, and other show necessities. Fees are processed through MySchoolBucks a few weeks after rehearsals start.
- B. If damage occurs to costumes used during the productions, students and families may be charged a damage or replacement fee. These fees would be assessed through the student's MySchoolBucks account. Damage may include but are not limited to:
  - Stains
  - Rips and tears
  - Missing or broken pieces
  - Excessive cleanliness issues

## **Performance Eligibility**

### **I. Academic Eligibility**

- A. Middle School students participating in school-sponsored, non-classroom activities, e.g. school play, school-wide musical, must meet the eligibility requirements listed below:
  - 1. Students must not have more than 3 points in order to participate.
  - 2. Points are determined by the grades posted in all classes:
    - a) D=1 point
    - b) F=2 points
  - 3. Ineligibility is reported by the teachers every Monday. The ineligibility period is one entire week from Monday through the following Monday.
- B. Elementary academic eligibility is based on academic teacher input and discretion.
- C. Academic Eligibility does not apply to Class Performances.

### **II. Behavioral Eligibility**

- A. All Students must maintain behavioral eligibility to participate in Elective Performances.
- B. Behavioral eligibility is determined by the PPA Admin Team and PPA Production Staff.

- C. Parents and Guardians may not use participation in a Class or Elective Performance as a form of discipline without prior discussion with the PPA Admin Team and the staff member leading the performance.

### **III. Attendance Eligibility**

- A. No student will be allowed to participate in after school or extracurricular activities if the student misses more than half of the school day on the day of the activity.
- B. If a student is sent home for illness or does not attend school the day of the activity due to illness, they will not be allowed to participate in the activity.
- C. School sanctioned activities that may remove students from their designated classrooms do not count as an absence in regards to performance participation.
- D. If a student misses a class performance they will be required to submit a significant make-up assignment, as assigned by their teacher. Failure to submit the make-up assignment will negatively impact the student's final grade.

## **Audience Etiquette and Expectations**

### **I. General Audience Expectations**

- A. All PPA events require audience members to reserve or purchase a ticket for each individual attending the event.
- B. Events occurring in the Main Stage Theater require an assigned seat.
  - 1. Children under three (3) who will be sitting on a lap for the whole event do not require a ticket.
  - 2. Handicap seating is available and indicated on the seating chart when selecting your seat.
- C. Audience members will show up to performances during the open door times, 20 minutes before each performance. Doors will close and lock 5 minutes after the start of the show.
- D. General Public/Audience Attire
  - 1. The general public is asked to wear clothing appropriate for all audiences. Please refrain from wearing clothing with vulgar language or imagery.
  - 2. Clothing should be clean and in good order.
  - 3. Clothing should fit properly and not cause distractions.

- E. Audience members under the age of 18 must be accompanied by a supervising adult at any event or performance. Student audience members may not be left at the school unattended during performances or events.
- F. Parker Performing Arts School prohibits filming and photographing PPA performances. Many of our shows are under a copyright, making it illegal for audience members to film or photograph. PPA films all of our performances and stores them in a digital drive for archival purposes. Access to this drive can be found on the PPA website, under Student Performances.
- G. PPA asks all audience members to silence and put cell phones in airplane mode during performances. Cell phone signals can disrupt our wireless microphone system and cause performance interference. Texting and phone calls during a performance is prohibited. If you need to use your device for these purposes, please step out to the lobby.
- H. PPA will present a digital program for each performance. This program will be accessible by QR code in the performance area. PPA understands that cell phones may be used to access the show program during performances, we just ask that audience members keep the phone screen dim and do not cause distractions.
- I. PPA encourages positive reactions to artists' performances. We ask that all reactions are respectful and short. Positive reactions can include clapping, laughing, and cheering. Please refrain from yelling, hooting, hollering, or causing large distractions. Please hold applause until the conclusion of an act to avoid disruption or distraction.
- J. Please remove disruptive audience members (ie. crying children) from the theater when possible.
- K. Artists love receiving gifts after their performance. Gifts usually come in the form of flowers, candy or small trinkets. PPA asks that all gifts brought do not cause a distraction or mess. Please refrain from bringing in large balloon bouquets or other large objects.
- L. Food and beverages are only allowed in the theater during events where concessions are being sold. If the event is not selling concessions, only water is allowed in the theater.
- M. Please keep all aisleways clear during the performance, for artist and audience safety. Our performances often include artists in the aisles.
- N. Audience members are advised that PPA performances may contain: fog effects, smoke effects, pyrotechnics, stage combat, strobing or flashing lights, and/or loud sounds.
- O. Do not place feet on theater seats or armrests.
- P. Remove all trash and personal belongings.

## **Volunteering and Ways to Get Involved**

### **I. Volunteer Time**

#### **A. Backstage Supervision**

1. All Middle School performances at Parker Performing Arts involve a large selection of students. PPA is always interested in having additional adult supervision in our dressing and holding rooms for performances.
2. All backstage supervision opportunities will be listed in PPA's volunteer program HelpCounter. Each department will have their own HelpCounter for their classroom.
3. Backstage supervision counts towards the required household volunteer hours.
4. Elementary shows at PPA will not require additional backstage support during their performances.

#### **B. Performance Preparations**

1. Performances at PPA often require a lot of preparation. Teachers who are in need of assistance with performance preparation will list jobs in their classroom HelpCounter. Jobs may include sewing, crafting, and organizing performance materials.

### **II. Volunteer Donations**

- A. PPA performance staff may ask for material donations for their performances. Donated items may include fabric, costume pieces, craft supplies, ect. Donation needs will be listed in the class HelpCounter.
- B. Donations can be dropped off in the Main Office during regular school hours.
- C. For every \$25 of items donated, you can log one (1) hour of volunteer time on HelpCounter.

## **Ticket Policies**

### **I. General Ticket Information**

- A. Parker Performing Arts School is proud to showcase our talented students in our school performances. All Performances and Showcases will be held in our school's Main Stage Theater.
- B. Parents and family members will need to secure tickets for all Arts events. This allows the audience to select their seats prior to each event. We require tickets for all events to get a head count and ensure we are maintaining safety and capacity guidelines. Some events may be held in other areas of the building, but still require a ticket.

C. Tickets can be reserved or purchased on our PPA website:

- Tickets are processed through Thundertix.
- Tickets are available a minimum of two (2) weeks prior to the event.
- Online ticket sales will close one (1) hour prior to the start of an event.
- At the door tickets are available when the House opens; 20 minutes before the performance.

D. Please be mindful of the number of tickets you reserve for your family, especially on single show nights, as our theater has a limited capacity and we want all of our families to be able to attend.

E. All graded performances are free to attend.

F. Some performances may have a cost for attendance.

Community Performances/Events

Talent Show

All School Musical

Middle School Play

G. To ensure you receive an email confirmation for your tickets, please double check that your email is entered correctly upon purchase. You should receive a confirmation email after reserving tickets. You can request a confirmation email to be sent to you again, using the option available on the ticket website.

## II. Ticket Codes

- A. Performances that require an extremely limited capacity will require a valid code to purchase a set number of tickets per event. Code information will be provided by the coordinating teacher prior to or with ticket sales announcement. For events with a code, tickets will show that they cost \$0.01 each. The code will remove the cost of tickets during the checkout process.
- B. The number of tickets available per code are tied to the individual student. For individual students who may be a part of multiple households, Parker Performing Arts School is not responsible for the division of available tickets with code use.
- C. Families with more than one student in the same code required event will receive a code created for the *YOUNGEST* student involved.

## III. Sold Out Performances

- A. Parker Performing Arts is always excited to see a sold out show. We understand this can be frustrating to families who were not able to get tickets.

- B. We are not allowed to have any "standing room" in our theater as it is against fire and safety guidelines.
- C. We encourage you to add yourself to our digital waiting list, the waiting list can be found under the ticket icon for that event. Tickets will be distributed as they become available.
- D. You are also encouraged to come when the doors open (approximately 20 minutes before the show) and put your name on the waiting list so any returned tickets can be delegated out on a first come, first served basis.

#### IV. Ticket Refunds

- A. Refunds can be processed up to 24 hours prior to the event. All sales become final 24 hours before the event and refunds are no longer available.
- B. To refund a ticket, please select the refund link on your confirmation email.
- C. Parker Performing Arts School cannot transfer tickets from one show to another, as exact seating choice may not be available.
  - 1. To switch shows or performances for shows without a ticket code, you can reserve new seats and then process a refund for the unused seats.
  - 2. To switch shows or performances for shows with a ticket code, a refund must be processed first. New tickets can be reserved after receipt of refund confirmation, using the original ticket code.
- D. Doors for Performance and Showcase events open **approximately 20 minutes** before show time.
- E. **Doors will close and lock 5 minutes after the start of the show.** You must arrive during the house open times for all events.
- F. All remaining seats/tickets are forfeit at the start of the show and will be given out to waiting patrons. Once a seat has been given to a patron it cannot be reclaimed after the show has started.

## PPA: How to Request a Ticket Refund

- To refund a ticket, please access your confirmation email.
- Click on the link "Request a refund here" (shown in blue). It is generally located under the show image.
- You will be taken to a new tab where you can enter the reason for the refund, including the number of tickets or exact seats you would like to return. The system will send the refund request to the box office personnel.
- Refunds can be processed up to 24 hours prior to the event. All a sales become final 24 hours before event and refunds are no longer available.